

Changes Made to the EDVA *E-Filing Policies and Procedures* Manual

Date of Change	Chapter and Title of Section	Page Number	Block	Change Made
2/2/15	Chapter Three	26	Signatures: Judges	Added the following: When a judge rules on a motion electronically, or approves an electronic record reflecting one or more dispositions or other actions on a petty offense docket managed through the Central Violations Bureau, that judge's user login and password for the ECF system constitute the judge's signature for all purposes to the motion, dispositions, or other actions.
2/2/15	Chapter One	4	EDVA Internet Site	Removed: Third bullet – View ECF class schedules
11/5/14	Chapter Seven Civil Documents	58	Filing a Motion in a Civil Case: Introduction	Removed: Note: If following these steps is difficult for you, you may wish to consider taking a live class, in which you will receive hands-on practice.
11/5/14	Chapter Seven Civil Documents	64	Filing a Motion in a Civil Case: Selecting Parties	<p>Modified second bullet:</p> <p>Previous text:</p> <p>When filing a joint document, select all pertinent parties as filers.</p> <p>New text:</p> <p>When filing a joint document, select the party(ies) you represent as the filer of the document. When presented with a text box during filing, you may enter the name(s) of the opposing party in the text box.</p>

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11/5/14	Chapter Seven Civil Documents	65	Filing a Motion in a Civil Case: First Appearance of an Attorney	Removed: Note: Make sure the system does not create an association between you and a party you do NOT represent, such as in a situation when you are filing a joint document.
11/5/14	Chapter Seven Criminal Documents	72	Filing a Criminal Motion: Introduction	Removed: Note: If following these steps is difficult for you, you may wish to consider taking a live class, in which you will receive hands-on practice.
11/5/14	Chapter Seven Criminal Documents	77	Filing a Motion in a Criminal Case: Selecting Parties	Modified second bullet: Previous text: When filing a joint document, select all pertinent parties as filers. New text: When filing a joint document, select the party(ies) you represent as the filer of the document. When presented with a text box during filing, you may enter the name(s) of the opposing party in the text box.
11/5/14	Chapter Seven Criminal Documents	78	Filing a Motion in a Criminal Case: First Appearance of an Attorney	Removed: Note: Make sure the system does not create an association between you and a party you do NOT represent, such as in a situation when you are filing a joint document.